

Board of Realty Regulation

May 15, 2006

TO: All Real Estate & Property Management Licensees

FROM: Board of Realty Regulation

RE: Important Continuing Education Changes

The Board has recently adopted rules that will change the continuing education requirements to maintain your real estate and/or property management license. These changes are a result of a new education tracking system available through the board web site. You will be able to track the accumulation of your hours and if you have met the mandatory topics requirement.

To implement this tracking system, beginning January 1, 2007, carry over hours will no longer accrue. You must provide the board with the notification of your carry over by September 1, 2006 or risk not being able to use those hours. What this means is, if you want to use previously obtained carry over hours you must **complete the enclosed carry over reporting form and return it to the Board office by the September 1, 2006 deadline or fax it to the Board at 406-841-2323.** You can also obtain this form on our website at www.realestate.mt.gov and click on **Select a Board Topic**. From there click on **Additional Topics** and then select **CE Carry Over Reporting Form**. If you do not use your carry over hours in 2006, they will become invalid.

New for 2006, in addition to providing a course completion certificate to each licensee, Continuing Education providers are now required to provide a roster of attendees electronically through the board's web site. They will have up to 20 days to post a roster. Please check your personal education tracking at www.realestate.mt.gov and click on the **Continuing Education**

link. From there, select the [Approved Continuing Education](#) link. You can look up your completed and reported continuing education along with currently approved continuing education courses.

It will be extremely important for you to accurately and clearly record your license number and your name as it appears on your license for the provider when attending all continuing education courses. The education provider will use your license number to record your attendance and your license name to verify the accuracy of their information. If the license number or license name aren't included, or they can't read it, or the license number does not match the license name provided, it could result in you not receiving credit for that course.

If you hold a dual license (property management and real estate) you will need to supply the provider with both numbers in order for the credit to be reported for both license types.

New salespeople licensed in 2006 must complete the Rookie Course by December 31, 2006. The new rules were adopted to require all new salespeople licensed in 2007 to complete the Rookie course by October 31, 2007. The postponement of the October deadline date will allow ample opportunity for all new licensees to plan ahead.

Finally, beginning January 1, 2007, courses approved by the Board of Real Estate Appraisers will not automatically be approved for continuing education for real estate agents and property managers. Those courses will need to make application and be approved by current criteria for real estate licensees.

**BOARD OF REALTY REGULATION
CONTINUING EDUCATION CARRY OVER REPORTING FORM**

NAME _____
As it appears on your real estate license

License Number _____ License Number _____
If you hold more than one license you must report both license numbers in order to receive carry over credit for both licenses.

Phone Number _____ E-mail _____

Hours of Continuing Education Completed in
previous years and carried over to 2006: _____
(hours will count as elective education)

I certify the hours reported above are continuing education hours completed by attending an approved continuing education course(s) in excess of the 12 hours required annually to maintain my real estate license.

I also certify that I have course completion information to verify attendance for the hours I am reporting as carry over.

Signature

Date

IMPORTANT: It will be extremely important for you to accurately and clearly record your license number and your name as it appears on your license. We will use your license number to record your attendance and your license name to verify the accuracy of the information. If the license number or license name aren't included, or we can't read it, or the license number does not match the license name provided, it could result in you not receiving credit for that course.